

**Position Title:** Assistant VP (AVP) Talent and Education

**Terms:** Full-Time, Exempt

**Department:** Talent and Education

**Location:** 300 N Broadway Ste 3A, Green Bay, WI

**Reports To:** Vice President of Growth and Talent

The AVP of Talent and Education will serve as a member of the dynamic Growth and Talent team focused on the execution of our community-wide Strategic Plan and core Chamber deliverables. In this role the AVP will work directly with the VP of Growth and Talent, collaborating with colleagues across the Chamber, and lead our Talent and Education team, programs and overall work to develop, retain, and attract talent across Greater Green Bay, delivering a strong workforce pipeline. This is a highly visible position, that will be responsible for using a data driven approach, to identify needs and opportunities, that guide our strategic and tactical engagement and with a robust set of community stakeholders, including local businesses, K-12 school districts and higher education institutions. This position requires a creative individual with strong and flexible leadership and communication skills to lead and support internal team members, community and program volunteers, and effectively work with numerous partners across the community every day to drive action- oriented solutions.

**Primary Responsibilities include:**

- Lead and execute talent attraction and retention strategies across Greater Green Bay in collaboration with education and business stakeholders
- Oversee the Leadership Green Bay and Teen Leadership programs, including planning execution and stakeholder engagement
- Develop and maintain ongoing data to track trends, gaps, and opportunities in talent and workforce retention and attraction
- Provide regular reporting of KPI's, monthly, quarterly, yearly or ad hoc as needed, internally and externally
- Oversee and maintain the yourmovegb website and other talent attraction initiatives
- Lead/support activation and deliverables of our Task Forces including the Talent Task Force
- Assist in the oversight and activation of the Partners in Education Advisor (PIE) Board
- Assist in the securing of program sponsors and foundation investments
- Manage Talent and Education budgets, ensuring programs are operating within allowable
- Assist in development/activation of marketing and communication strategies to promote Chamber programs and work to the community
- Attend and participate in community events to promote the Chamber and build relationships with community partners

- Lead and manage volunteers to ensure that programs are effectively meeting the needs of the community
- Manage Talent and Education team members including; the Talent Attraction and K-12 Program Managers
- Other duties as assigned or required.

**Experience & Qualifications:**

- 4-year degree or equivalent experience in education, workforce, economic or business development, account/partner management, or like industry
- Experience directly leading people/managing teams
- Must be a strong and professional written and oral communicator
- Must demonstrate adaptive leadership qualities and possess strong relationship building skills.
- Must have an appetite for and be able to work in a fast-paced environment
- Must be willing to travel locally, have a valid driver's license
- Grant writing experience a plus